

Flexible Work Arrangements Policy	Policy Number: PA-601
Last Reviewed: 2020/01/03	Next Review: 2021/01/03

Purpose: Alternative and flexible work arrangements have the potential to benefit both employees and the organization. Benefits of flexible work arrangements, when managed properly, can include: increased ability to attract, retain and motivate high-performing and experienced employees, reduced absenteeism, and increased job satisfaction, energy, creativity, and ability to handle stress.

Policy Statement: Pinnguaq Association places an emphasis on its employees' well-being, and recognizes the difficulty in achieving a healthy work-life balance by, when/where possible, offering flexible schedules and alternate work locations.

Definitions:

Flex-time: Is a flexible work arrangement whereby employees' scheduled work hours are varied, agreed to in advance by the employee and their supervisor. Flex-time usually occurs by altering the start and end times of their working day, while the length of the standard work day and standard work week remains consistent.

Remote Work: Is a flexible work arrangement whereby an employee fulfils their regularly scheduled job responsibilities at a remote location which is not operated by the employer - usually the employee's home. Employees working under this arrangement are still required to report to their assigned work location on a regular basis. Remote work agreements may be temporary or ongoing.

Work/communication plan: A plan that specifies what work will be done, when it will be completed and how it will be reported to the supervisor. The plan ensures accountability within a flexible work agreement.

Responsibilities:

Supervisors: Supervisors are responsible for:

- Reviewing and approving/declining requests for flexible/remote work agreements;
- Establishing/approving a work and communication plan;
- Monitoring employees' work output while on flexible work arrangements;

- Terminating flexible work agreements when they are no longer needed or no longer effective.

Employees: Employees are responsible for:

- Making requests for flexible work agreement in advance, as appropriate;
- Adhering to conditions of flexible work agreements and following work/communication plans;
- Maintaining their regular duties while on a flexible work agreement;
- Maintaining regular communication with their supervisor and colleagues while on a flexible work agreement.

Procedures:

1. Flex-time:

- a. A flexible work schedule may be requested by the employee.
- b. In the request the employee will specify the hours of work being proposed.
- c. In the request the employee will specify how they will maintain their regular workload on a modified schedule.
- d. Requests for a flexible schedule must be made 2 weeks in advance. Exceptions may be made at the supervisor's discretion.
- e. Employees on flexible work schedule must still work the total weekly hours specified in their contract.
- f. Flex-time schedules still require employees to be available (on Slack, Google Meet, email or other) within the core hours of 10:00am and 3:00pm. Exceptions may be made at the supervisor's discretion.
- g. Employees on a flex-time schedule are expected to complete all of their regular job duties in accordance with regular due dates.
- h. Flex-time schedules will not begin until the supervisor has approved the request in writing.

2. Remote work:

- a. A remote work agreement may be requested by the employee.
- b. In the request the employee will specify the work location being proposed.
- c. In the request the employee will specify how they will maintain their regular workload at a modified work location.

- d. Approval to work remotely must be requested in advance and approved by the employee's supervisor.
 - i. **Short term remote work:** Short term remote work such as for 1 day or a small number of specific days in a given period must be requested at least 3 days in advance.
 - ii. **Ongoing remote work:** Requests to work remotely on an ongoing basis must be made at least 2 weeks in advance.
- e. Employees on remote work agreements must still work the total weekly hours specified in their contract.
- f. Employees on a remote work agreement are expected to complete all of their regular job duties in accordance with regular due dates.

Conditions:

Supervisors will review requests for flex-time schedules and/or remote work agreements on a case-by-case basis. Supervisors will consider the following in their decision making:

- Whether the work arrangement is feasible for the employee;
- Whether arrangement complements the overall operations of the department;
- Whether the specific duties of the position are manageable as a result of an employee's work arrangement.

Flex-time and Remote workers and supervisors must develop and follow a work and communication plan. Plans must include:

- Daily, weekly and monthly goals/tasks as appropriate;
- A communication/meetings schedule;
- A daily 'deliverable' or work check in so the supervisor can monitor if work is being completed.

Approved remote work agreements will be communicated on appropriate organization calendars.

Flex-time and remote work agreements may be terminated with 3 days' notice at the discretion of the supervisor.